CAMP WAPANACKI COUNSELOR'S HANDBOOK

A

Handbook

of

Principle and Practice

By

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Camp Director

The New York Institute for the Education of the Blind
999 Pelham Parkway New York 67, N. Y.

1949

Price $1.00


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FOREWORD

This handbook for counselors is intended to provide a guide for all workers at Camp Wapanacki. It should be used as a pre-camp instruction and training manual. The camp administration presents you with one of these manuals for your use during the camping season and it should be returned to the director at the close of camp.

The successful operation of a camp such as ours for blind boys and girls can only be achieved through the whole-hearted cooperation of all the workers and the children.

Camp Wapanacki has an enviable record of successful camping for blind youth for more than a decade and I am certain that you want this season to carry on the high traditions and standards of good camping for visually handicapped boys and girls. Eternal vigilance is the price of a successful camp season. If you will follow the regulations and instructions contained in this counsellor's handbook, I am sure you will have a better and happier season with us.

My best wishes are extended to all members of the staff and my deep appreciation for your willingness to give us your time and effort in the service of blind children.

M. E. FRAMPTON
Principal

New York 1949.

C O N T E N T S

CHAPTER I

GENERAL ORGANIZATION AND REGULATIONS

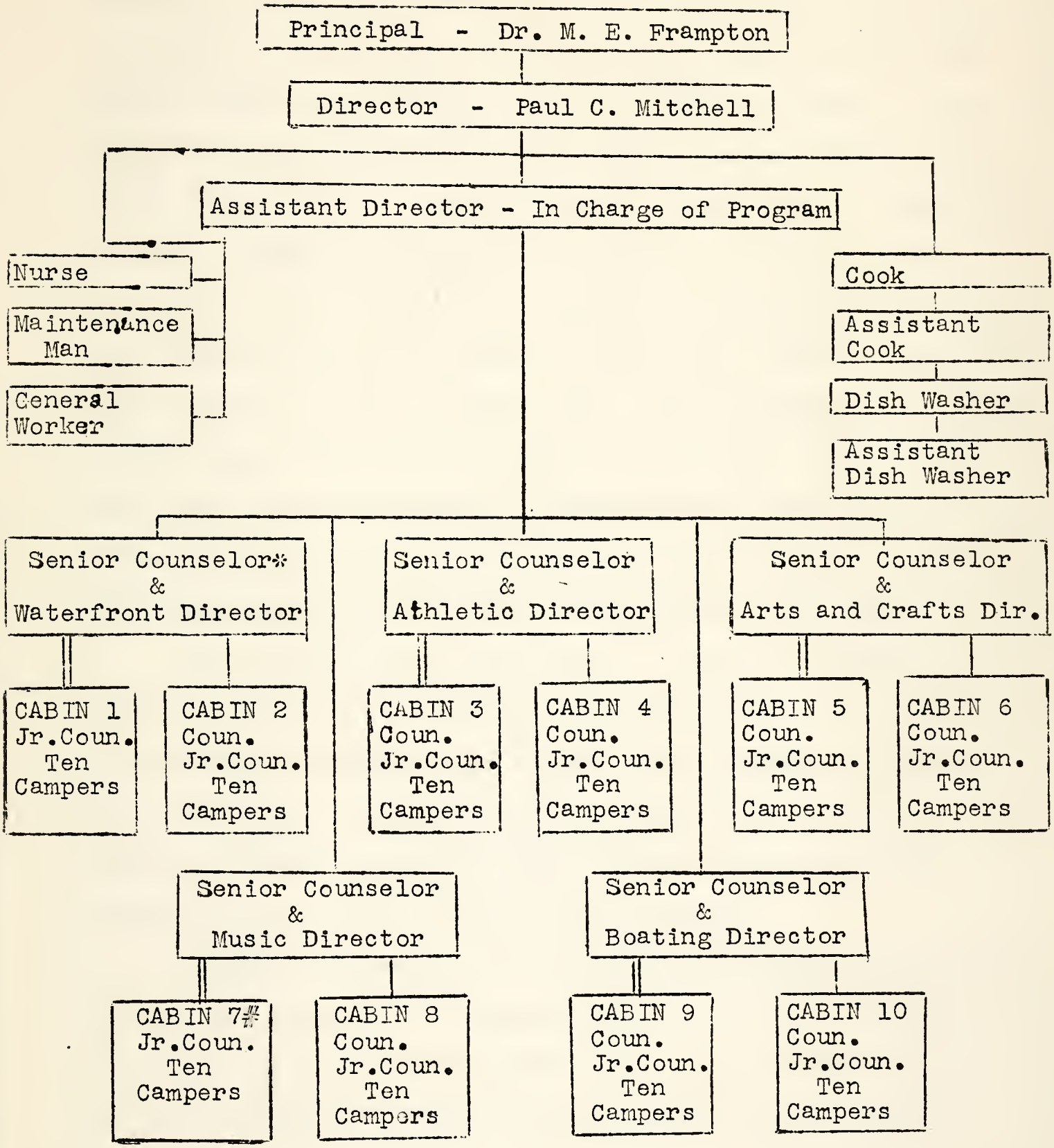
The policies under which Camp Wapanacki operates have been established by the Principal of the New York Institute for the Education of the Blind and the Board of Managers. The guiding philosophy and purposes of Camp Wapanacki from the standpoint of administration are covered in Camping for Blind Youth.[1] The camp is run by the director under these policies with a hearty respect for the traditional safety codes which have been tried over the years and found successful in camping for visually handicapped boys and girls. These codes may not be changed or superseded by any procedures which have not been approved in writing by the director.

The procedure is to make all rules, regulations and policies known to all counselors and staff members by written directives posted on the camp bulletin board. In addition, the rules and directives of departmental heads, as approved by the director, are posted so that each staff member may become acquainted with the interlocking of all the responsibilities and activities of the camp.

Each staff member is under the immediate supervision of and responsible to the director of the camp. However, in the operation of the activities of the camp, a chain of command with each member of the staff responsible to a supervisor is planned according to the following organizational chart.

1-Camping for Blind Youth, Edwin Gould Printery, 999 Pelham Parkway, New York 67, N. Y. $2.00

CAMP WAPANACKI ORGANIZATION



*Senior Counselor lives in first cabin named.
#Cabins 7-10 may be tents with counselor and camper assignments varying with number and needs.

The camp program is built around five or six major activities carried on during the "Activity Period" 10:00-12:00 and 3:00 to 4:30. These activities may consist of Arts and Crafts, Athletics, Boating, Music, Swimming and other events in forty minute periods under the direction of a Senior Counselor, assisted by one or more Junior Counselors. In addition to these regularly scheduled activities, the camp program is varied by hikes, educational classes and opportunities, gardening, work projects, overnight tenting trips, field trips, cookouts and hikes to the village. The evening program is of tremendous importance to the success of the camp. It is varied from camp fires on the hill to programs and stunts in the recreation hall. Each counselor will be responsible in turn for assisting in these campfire and program activities.

The following form represents the routine program as posted on the bulletin board a day in advance. Any changes in scheduled activities are listed in the appropriate spaces. Those in charge of evening programs, while notified by a roster of names at the beginning of the season, are again listed when in charge of the evening program.

Special or unusual daily programs requiring a change in the routine schedule are posted a day in advance with all necessary supplementary instructions. Such events are all day field trips, afternoon hikes to Hardwick, and similar activities.

WEEK-DAY PROGRAM

Camp Wapanacki
Hardwick, Vermont

_____
Date

7:30	Reveille
7:45- 8:10	Early Breakfast
8:10- 8:20	Preparation for Breakfast
8:20- 8:25	Flag Raising
8:25- 8:55	Breakfast
8:55- 9:00	Projects Read in Dining Hall
9:00- 9:20	Sale of Stamps and Cards Sick Call - Infirmary
9:20- 9:45	Cabin Clean-up and Inspection
9:45-10:00	Preparation for Activity Period
10:00-12:00	ACTIVITY PERIOD
12:00-12:15	Preparation for Early Dinner
12:15-12:45	Early Dinner
12:45- 1:00	Preparation for Dinner
1:00- 1:30	Dinner
1:30- 1:35	Mail Call
1:35- 3:00	Rest Period
3:00- 4:30	ACTIVITY PERIOD
4:30-5:15	General Swim
5:15-5:45	Counselors Swim
5:45-6:00	Preparation for Early Supper
6:00-6:30	Early Supper
6:30-6:40	Preparation for Supper
6:40-6:45	Flag Lowering
6:45-7:15	Supper
7:15-8:15	Canteen - sick call
8:15-8:30	Prepare for Evening Program
8:30-9:30	Evening Program
9:30-10:00	Prepare for Bed
10:00	Taps

It is one of the first duties of staff members to make sure that each camper understands the rules and regulations of the camp. Special emphasis should be placed on safety regulations. The following general rules are posted on the bulletin board and in the cabins.

1. All counselors and staff members are held responsible for notices posted on the bulletin board. Form the habit of checking over the board each time you pass.

2. Cots, beds and bedding are not to be removed from the cabins or tents without the permission of the Camp Director.

3. There is to be no smoking on the grounds except inside the smoking room. On supervised hikes counselors and campers are not to smoke.

4. No trees are to be cut or fires made except in places provided for them, and then only with the permission of the Director.

5. Counselors and staff members are not to leave the camp property during free time without notifying the Director.

6. 12:00 o'clock midnight is bed time for all counselors and workers. Violation of this rule may bring discharge.

7. Good spirit is essential. Our campers expect the counselors to give them most of their time, energy and spirit.

8. Be on time. If a camp program is to run smoothly every one must be at the right place at the right time.

9. When leaving camp on a project, time yourself from your departure to the arrival at your destination. Allow the same amount of time for the return trip.

10. Take personal pride in the feeling that your assigned project was successfully carried out.

11. Our meals are carefully planned and balanced. There is no need to ask for special favors and none can be granted.

12. Refrain from using the language of the streets in speaking to our campers. You will obtain better cooperation. Swearing is not tolerated.

13. Counselor meetings are subject to call. Notice of these meetings will be posted.

14. Counselors or workers are not to enter the kitchen or pantry except when they are on duty there.

15. Except in an emergency, permission to use the telephone for out-going calls must be given by the Camp Director. Bills must be paid immediately.

16. Exercise care in the use of the electricity and water. Our water supply is limited and you are only one to be served.

17. All counselors are responsible for the campers directly under their care, and other campers for general supervision.

18. Counselors and workers are not permitted above the first floor of the lodge, except those living there.

19. Counselors and workers may use a boat when free from camp duties. No boats are to be taken out after dark except on special camp projects. Permission to use boats at all times must be obtained from the Boating Director.

20. All oars must be returned to the boathouse or dock after use.

21. One oarsman and one rider only are permitted in a boat at one time. At least one of these must be an expert swimmer.

22. No changes in seating are permitted unless the boat is touching the shore. Standing up in the boats or sitting on the gunwales is not permitted.

23. There is to be no swimming except during regularly scheduled periods. Special swim periods for workers may be arranged. The Swimming Director must be present at all swim periods.

24. All counselors (dressed in bathing suits) must be in their assigned places during all swim periods.

25. Pushing and wrestling on the raft is dangerous, and is prohibited. Ducking and hanging onto the boats is not permitted.

The following additional departmental regulations are posted each year after consultation between departmental heads and the camp director. New equipment and changes in procedures may necessitate revisions from time to time. It will be noted that the departmental rules include and are developed within the framework of the general rules.

BOATING REGULATIONS

1. Staff members, visitors, and campers must obtain permission from the boating director to use boats at any time.

2. Campers are not permitted on the steps to boat dock, past bounds of porch steps, without permission of the boating director.

3. No boats are to carry more than two people and one of these must be an expert swimmer.

4. A counselor must accompany campers from cabins 5 and 6 at all times.

5. Standing, changing positions, hanging over the sides of the boats is absolutely prohibited.

6. Landing the boats at any place besides the dock is prohibited.

7. Boats are <u>not</u> to go in the swimming area.

8. No camper may use a boat until rated on "swimming ability" by the Waterfront Director.

9. Boats must be properly docked, and oars must be returned to the dock oar rack after use.

10. Campers are <u>not</u> permitted in the boat house.

11. Canoes may be used by expert swimmers only. Specific "Canoe" permission must be obtained from the Boating Director.

12. Campers must remove shoes before using boats or canoes.

SWIMMING REGULATIONS

1. Instructions given on the waterfront by life guards will be followed explicitly.

2. All persons will stop and check at the checkboard when entering or leaving the waterfront.

3. Each swimmer must swim close to his buddy; holding his hand and remaining quiet during checking.

4. No one will swim in other than the assigned areas.

5. No one will enter the waterfront area except at scheduled times, or without permission of the Waterfront Director.

6. No guests or camp workers are to be allowed in the swimming area during the regular swimming period.

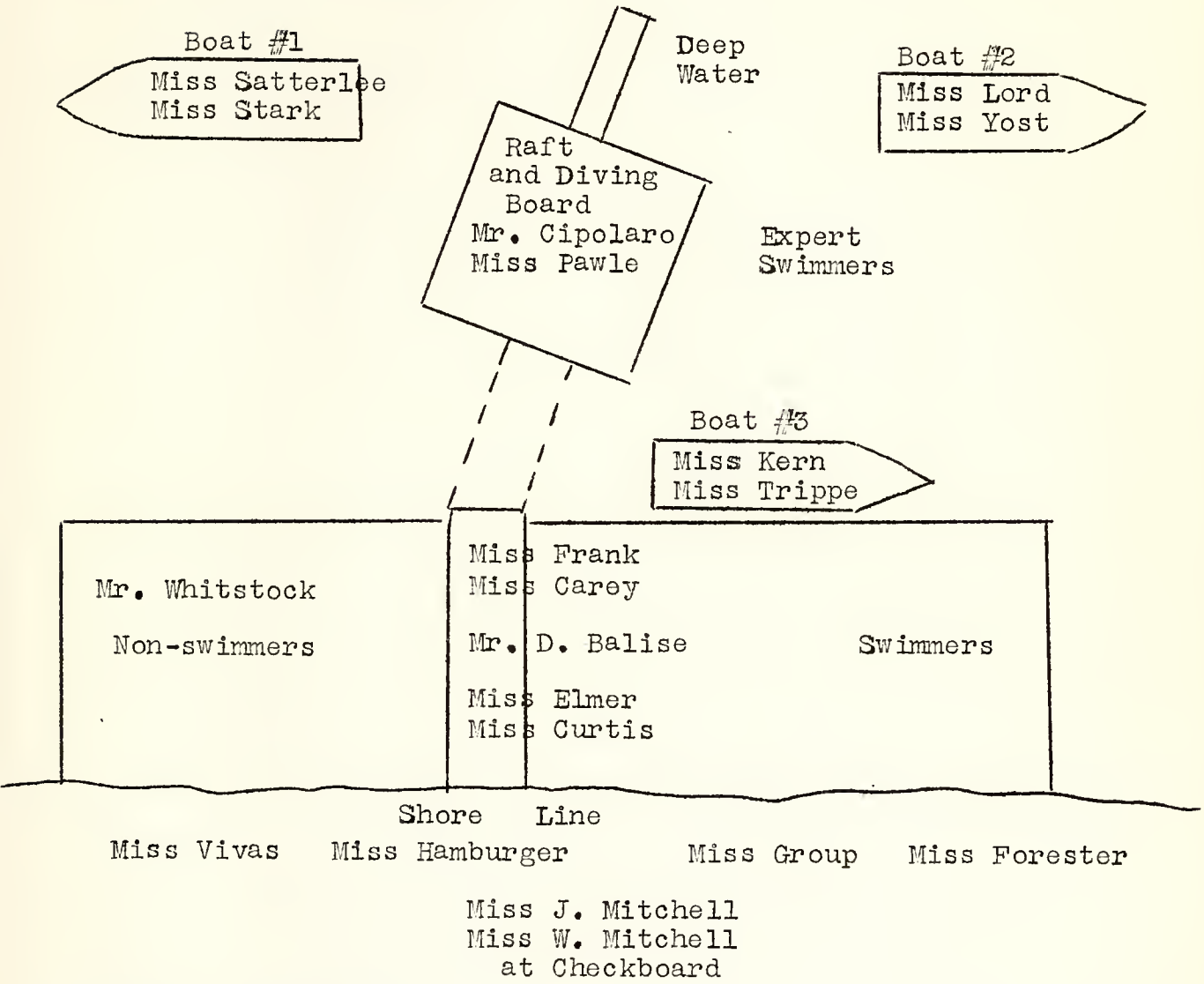
7. All counselors (dressed in bathing suits) must be in their assigned places during all swim periods.

8. Pushing and wrestling on the raft, or rubber floats, is dangerous and will not be permitted. Ducking and hanging onto the boats is prohibited.

In order to insure the greatest possible safety for all counselors and campers, every counselor at Camp Wapanacki must be a good swimmer. Each counselor is assigned a definite post and holds a most responsible position during the General Swim period. The Waterfront Director will give specific instructions to each counselor explaining his or her duties according to the following plan of the swimming area.

AUGUST PLAN FOR LIFE GUARDS

ALL GENERAL SWIMS



Alternate: Miss Read

INSTRUCTIONS

(1) Maintain constant watch over every swimmer in your area.
(2) Raise your right arm when you have checked buddies after the two-whistle signal.
(3) Give any help with quiet, alert life guard efficiency.
(4) Counselors must both observe swimmers over the stern, when working in pairs in boats.
(5) Report on duty promptly. Leave your post only on last signal.
(6) In case of question, check immediately with the director.

(Typical Directive - as posted.)

FIRE ALARM PLAN FOR AUGUST 1948

1. The fire alarm signal will be rapid short blasts on counselor's whistle. If possible, this will be given over the loud speaker system.

2. When the fire alarm is given, the first action to be taken will concern the safety of campers, as follows:-

   a. If fire occurs while campers are in cabin area, campers will be taken to road above camp, Cabins 1, 2, 3 and 4 walking up the left side of path. Cabins 5 and 6 will go directly to road from cabins. Tent line campers will walk out on right side of path. When campers are on road, all will be accounted for by their counselors.

   b. If fire occurs while campers are in dining hall, escape will be made out main road or otherwise on direction of counselors.

   c. If fire occurs during activities, swimming and boating groups will remain in their respective areas. Others will follow their counselors for escape.

3. The following men will operate the fire fighting equipment:-

   1. Mr. Mitchell, Mr. John Balise or Mr. Gaboriault in general supervision. (One of these men to be in camp at all times.)

   2. Operating the engine - Mr. David Balise or Mr. William Elms. (One of these men to be in camp at all times.)

   3. Operating hose - Mr. Cipolaro, or any of the men in Group 1.

4. All counselors should know where the hand pump fire extinguishers are and the position of the acid and soda extinguishers throughout the camp. These should be used to stop small fires but in no case should any such action be taken in case delay in getting campers away from fire might cause injury. THE FIRST RESPONSIBILITY IS TO GET CAMPERS OUT, AFTERWARDS PUTTING OUT THE FIRE.

CHAPTER II

SENIOR COUNSELORS AND DEPARTMENTAL ACTIVITIES

New Senior Counselors, acting as directors of major departments will find considerable information in departmental reports of former years. Copies of these reports will be supplied on request to the director.

All materials and equipment for departmental work are supplied by the camp. Any special equipment or material not on hand may be requested by the departmental director by applying to the director well in advance of the opening of camp. Such requests should be held to a minimum since it is the policy of the camp to encourage the use of natural materials and to build the life of the camp around the environs of the camp in special project work. The following inventories will show what is available as equipment and facilities:-

ARTS AND CRAFTS

1 cabinet for tools with lock
2 long benches with drawers and racks
Shelving for storage space
Space for work shop 20 x 30 feet
1 drill press
1 high speed wood turning lathe
1 electric coping saw
2 hammers
1 Pair tin snips
1 coping saw
2 back saws
2 rip saws
2 cross-cut saws
1 brace

Arts and Crafts Inventory - continued

3 bits
2 awls
2 depth gauges
2 chisels
1 cold chisel
2 files
2 squares
1 hatchet
10 pocket knives
1 metal vice
1 wood vice
1 screw driver
1 anvil

ATHLETICS

Athletic Field, 150 x 300 feet
Gear House, 8 x 8 feet with door and lock
Wrestling Mat Platform, 16 x 16
Jumping Pit, filled with sand
2 Basket Ball rings and backboards
(For free throws only)
Baseball (Softball) Diamond
Jumping Standards
Weigh-in Scales
Sent to camp from the school:

2 regular size bats
2 small bats
3 softballs
2 basket balls
2 volley balls
2 large beach balls
4 pairs boxing gloves
3 large rubber balls 35"
2 shot-puts
1 starting gun with cartridges
2 megaphones
2 tape measures
2 stop watches
1 ball pump and spare needle

Inventory of Equipment - continued

BOATING

1	Hardwood wharf 12 x 20 feet
4	Boats, wooden, 10 footers
2	Boats, wooden, 14 feet
6	Boats, wooden, 12 feet
2	Boats, metal, 12 feet
2	Boats, metal, 14 feet
1	Canoe, aluminum, 14 feet
1	Canoe, aluminum, 16 feet
1	Canoe, aluminum, 17 feet
12	Canoe paddles
28	Oars
10	Life savers (Navy style)
1	Boathouse 15 x 15 feet

MUSIC

1	Piano
13	Tonnettes
24	Harmonicas (new)
6	Xylophones (small type)
3	Bugles
	Song sheets containing songs used at camp (ink-print)

Rhythm instruments:

6	Tambourines
2	Sets of cymbals
4	Castanets
6	Bells
12	Pairs of sticks
12	Triangles and 12 hammers

RESPONSIBILITIES OF SENIOR COUNSELORS

By being responsible for one of the major activities, the director of the department is both a specialist in the activity and a counselor as well. As director of the department he must fill the role of an instructor, being able to show campers how to do the work and how to derive the greatest amount of pleasure, happiness and physical and personality development from the activity. He must be able to utilize help which may be available from assistant counselors assigned to the activity, thereby benefiting his department as well as the campers attending.

In addition to operating a department, during the activity period, senior counselors will live in a cabin and be responsible for the supervision of that cabin as well as an adjacent cabin with their junior counselors, according to the following typical schedule of duties.

It should be noted that the number of campers and the grouping of the personnel for a particular season may necessitate some changes in this general schedule, but the fundamental responsibilities will remain the same.

Typical Duties of Senior Counselor and Area Supervisor such as in Arts and Crafts

JULY AND AUGUST 1947

1. Be responsible to the immediate supervisor (the assistant director) for carrying out all the instructions and directions of the camp administration.
2. Assume responsibility for directing and teaching arts and crafts.
   a. Supervise and teach campers assigned in the care and handling of any necessary equipment, tools and material.
   b. Set up safety precautions necessary.
3. Assist in the general administration of the camp, being responsible in turn for the conducting of camp fires and other activities.
4. Assume responsibilities in turn for proctorial and supervisory duties as assigned in camp.
5. Be responsible for any special activities such as camp displays at the end of the season and the awarding of special merit for outstanding craftmanship.
6. Be responsible for all equipment, tools, materials; for the maintenance and care of same; for their storage when the season is ended, and the submitting of a final report and inventory to the director.
7. Be responsible for the direction of such Junior Counselors and their campers as may be assigned in the Camp Table of Organization.

Senior Counselor duties - continued

8. To study, devise and try out new and progressive ideas pertaining to camping and arts and crafts for the blind, and to develop and suggest improvement in technique, methods and equipment.

9. Supervise alone or with co-counselors the camp life and work of any campers assigned, particularly those of the cabin in which the Senior Counselor may live. This responsibility may continue throughout the day as follows:

   a. Reveille, preparation for and attendance at breakfast.

   b. Clean up and cabin inspection.

   c. Sick call.

   d. Activities period on daily assignment

   e. Swim call.

   f. Preparation for and attendance at lunch.

   g. Rest period.

   h. Afternoon activities period on daily assignment.

   i. Swim call.

   j. Preparation for and attendance at supper.

   k. Free activities period supervision.

   l. Campfire.

   m. Cabin meetings.

   n. Cabin line patrol.

   o. Staff meetings.

CHAPTER III

JUNIOR COUNSELORS, DUTIES, AND CAMP WAPANACKI OPPORTUNITIES

Although the cabin duties of Senior Counselors and Junior Counselors are similar, the Junior Counselor is not required to be responsible for the administration of the major camp events during the activities period. During this time, the Junior Counselor will assist in one of the departments and be responsible with the Senior Counselor for the campers reporting for each of the several classes. Junior Counselors are assigned to assist in the department of their choice, if the assignment is possible, or otherwise in the department for which they have had some interest or training.

For several years Camp Wapanacki has considered as Senior Counselors the type of person who has been capable of directing major departments as well as carrying all the responsibilities which are otherwise carried by Junior Counselors. For example, one of the most valuable types of counselor is a person who is able to lead visually handicapped boys and girls into experiences in such fields as arts and crafts, or music. Unfortunately, the majority of counselors who apply for positions in summer camps give only swimming as their major interest with little training or iniative for work in other areas. While swimming is one of the most important activities in summer camps, the other

activities are in need of adequate and inspirational leadership. The Junior Counselor who will specialize in arts and crafts and some of the other activities will find his or her services in great demand. Therefore the Junior Counselor should direct his interest into two or more major departments to make his services valuable. This does not mean that counseling, as such, is to be minimized. It is quite possible for any camp to consider a counselor who is capable of actually directing the cultural and spiritual life of campers to be fully as important as a director of a mechanical activity. Such counselors at Camp Wapanacki might well be classified as Senior Counselors regardless of their lack of technical abilities.

Since Junior Counselors presumably are interested in learning the art of counseling and wish to know what factors determine their value to the camp, the following test represents the factors rated by the director.

1. How alert is the counselor? What attention is given to the health needs of campers? (Safety, sleep, rest, bathing, diet, injuries, illness, etc.)

2. Is the counselor capable of stimulating campers' interest in camp-wide activities? Cabin activities?

3. What is the counselor's ability in <u>living</u> with campers? Does he like to be with campers?

4. Is the counselor able to deal intelligently with difficult campers?

5. Can the counselor get cooperation from his campers or must he impose his will upon them.

6. Does the counselor use positive suggestions, co-operation, and commendation in working with campers? Is the counselor able to help campers face issues that arise in living together in a camp community?

7. Does the counselor command the confidence and respect of campers while at the same time possessing a fair sense of humor.

8. Does the counselor get along well with his fellow workers and does he cooperate with them and with the administration?

9. Does he respect camp traditions and safety regulations and is he in harmony with the ideals and purposes of the camp?

10. Is the counselor tolerant toward fellow workers and campers and their points of view?

11. Is the counselor dependable in carrying out instructions and does he apply himself to his duties day in and day out?

12. What are his ambitions and purposes in life? Is he in step with the type of leadership consistent with the high ideals of camping, with conscious emphasis on character development of campers?

Just as it is impossible to put down in writing the attributes which make a good teacher, it is difficult to formulate all the valuable personality factors that determine the success of counseling. Counseling is in reality the core of the camp program for it is the counselor who brings an evaluation of his camper abilities and the available camp opportunities together for a successful season. Counseling is a sort of teaching technique which represents individual work at its best. The counselor helps the camper find himself and helps him to see the camp program in the

light of what he may contribute to the program while at the same time developing his own personality. To be a good counselor it is necessary to practice talking things over with a camper as an individual making use of conference techniques, directing friendly discussions, keeping the terms equal, and with no effort to impose a decision. The important factor about true counseling is to stimulate the thought of the camper to find or generate some technical knowledge and wisdom which will lead him to a right decision. Here is the opportunity for the Junior Counselor to learn much about psychology and the traits of human nature. Here also is the opportunity to practice self-control, logical and scientific thinking, and above all a sympathetic and friendly understanding of some of the problems in the lives of handicapped youth.

A Junior Counselor must be interested in what is considered desirable qualities of counselors and therefore the minimum requirements as set forth by the American Camping Association[1] are listed as follows:-

1. Education, Experience, and Interests.
   Education, experience, and interest that fit them for the responsibilities of leadership with children in an agency of recreation or informal education.
   a. Special education in the social or educational sciences.

1 Marks of Good Camping, Association Press, 347 Madison Avenue, New York 17

b. Leadership experience with children and young people in recreational or educational group activities.

c. Previous experience in out-of-door living or special skills in specific camping techniques.

d. Enjoyment of, and adaptability to living outdoors.

2. Physical and Health Qualifications.

All staff members should possess the health and vitality needed for their camp responsibilities.

a. A satisfactory health history.

b. A sense of orderliness, personal cleanliness, and neatness should be required.

3. Desirable Personal Qualifications.

a. Adult emotional maturity necessary for leadership in organized camping.

b. Respect for children as persons and ability to assume and to share responsibility co-operatively.

c. Resourcefulness, initiative, creativeness, and adaptability.

d. An open-minded attitude toward an understanding of life in its broader meaning.

e. Ability to help others to understand, and to participate in co-operative living.

DUTIES OF JUNIOR COUNSELORS

CAMP WAPANACKI

1. Be responsible to the immediate supervisor (an assigned Senior Counselor) for carrying out all instructions and directions of the camp administration.
2. Supervise, alone or with co-counselors, the camp life and work of all campers assigned, particularly those of the cabin in which the Junior Counselor will live. This responsibility will continue throughout the day as follows:
    a. Reveille, preparation for and attendance at breakfast.
    b. Clean up and cabin inspection.
    c. Sick call.
    d. Activities period on daily assignment.
    e. Preparation for and attendance at lunch.
    f. Rest period.
    g. Afternoon activities period on daily assignment.
    h. Swim call.
    i. Preparation for and attendance at supper.
    j. Canteen hour supervision.
    k. Campfire.
    l. Preparation for bed and Taps.
    m. Cabin line patrol.
    n. Staff meetings.

3. Be responsible as counselor for any special activities, in turn. such as Campfire, overnight hikes, proctoring bus trips, tent patrol after 10 o'clock at night, etc.
4. To study, devise, and try out new and progressive ideas pertaining to camping for the blind and the partially sighted and to suggest and make improvements in technique, methods and equipment. (Possibly through conferences with Senior Counselors, the Director, or in regular Counselor Meetings.)
5. Assist in the general development of the camp by participation in regularly scheduled Counselor Meetings.)

CHAPTER IV

COUNSELOR QUESTIONS - AND ANSWERS.

CABIN LIFE:

AM I SUPPOSED TO AWAKEN CAMPERS AND GET THEM UP AT REVEILLE?

Yes, unless you are taking your turn in the dining hall and are at early breakfast. You should see that your campers get up, wash their faces and hands, and get to flag raising on time.

AM I SUPPOSED TO MAKE BEDS AND CLEAN THE CABIN?

No, unless you have a camper who is physically unable to make a bed. Otherwise, you make only your own bed but you must supervise the campers in the making of their beds and in the cabin cleanup. You are responsible for a well-kept cabin.

IS THERE A PLACE FOR KEEPING SUNDAY CLOTHES IN THE CABINS?

No, except on hangers in the cabin. Since space is at a premium, you should come to camp with as few extra clothes as possible. Likewise, there is little space for trunks and suitcases, although each camper and counselor finds it necessary to have at least one piece of luggage in which to keep personal articles of wear.

WHAT PROVISION IS MADE FOR LIVING IN THE CABINS?

The cabins house ten campers and two counselors when used to capacity. The campers sleep on mattresses on spring bunks, while the counselors may choose an army cot with mattress or a spring cot with mattress. Each cabin has a table and a couple of chairs. Drinking fountains are nearby outside and the paths and cabins are electrically lighted. The toilets and wash faucets are located in two buildings on the hill at the top of the cabin and tent line.

MAY OTHER COUNSELORS AND CAMPERS COME INTO MY CABIN?

This should be discouraged, except in the case of your supervisors. Campers especially should not make a crowded condition by frequenting other cabins.

WHAT ARE MY DUTIES DURING REST HOUR?

You will alternate weeks with your fellow-counselor remaining in the cabin during rest hour. You should maintain absolute quiet during this time to insure the rest of campers.

WILL I BE REQUIRED TO WRITE LETTERS FOR THE CAMPERS?

Yes, if the campers cannot use a typewriter. Letters will be required once a week from each camper. You may also be asked to read campers letters to them when received from home.

WILL I BE RESPONSIBLE FOR CAMPERS MONEY AND VALUABLES?

No, except to see that campers turn their money in for safe keeping. Counselors and campers should deposit all money with the camp bank. The camp will not be responsible for money not so deposited. Money may be drawn out of the bank as needed for trips to town, canteen, etc.

CLEANLINESS AND CLOTHING:

WILL I BE REQUIRED TO DRESS AND WASH THE CHILDREN AND KEEP THEIR CLOTHES IN SHAPE FOR THEM?

If you are a counselor in charge of six or seven-year-olds perhaps - yes. But visually handicapped campers must be encouraged to assume the same responsibilities as a sighted camper would assume. The older campers will even make their own color selections. It will be your duty to see that the following things are carried out by campers:-

1. Campers must wear shoes at all times. This includes going back and forth to the beach for swimming.

2. On cool mornings and evenings and on cool days campers must wear warm clothing, such as a sweater. No arms should be bare.

3. Campers should be discouraged from going on hikes without proper shoes, trousers or slacks to protect the legs.

4. Proper clothes must be worn on rainy days.

5. Campers or Counselors must not leave towels, shoes, etc., at the beach or in the recreation hall. Counselors must assist campers in finding their clothing and see that they bring such things back to the cabin.

WHAT PROVISIONS ARE MADE FOR WASHING CLOTHING?

All laundry is sent to town. Each camper has a drawing account furnished by parents but it is necessary to have the director's approval on each list of clothing to make sure the camper has the proper amount in the camp bank.

AM I RESPONSIBLE FOR THE CLOTHING OF THE CAMPERS?

Yes. Each camper must furnish you with a clothing list, a copy of which you must file with the director. When camp closes, it will be your responsibility to see that each camper has his clothing packed in his baggage according to the list.

AM I RESPONSIBLE FOR THE APPEARANCE OF MY CABIN GROUP WHEN GOING ON FIELD TRIPS, TO CHURCH, OR TO TOWN?

Yes. You should check each of your campers to see that they are properly dressed and clean. If any of your campers have been sent to camp without proper clothing, the matter must be reported at once to the director.

ARE THERE ANY OTHER SPECIAL POLICIES WITH REGARD TO CLOTHING?

No, except Counselors and campers must have a clean change of clothing for church in the village and for special programs and certain field trips. Shorts and slacks are recommended for camp. In fact, here is a good place to wear out old clothes. Men Counselors and boys should wear shirts to dining hall, as bathing trunks alone would be out of order. Workers in the kitchen must wear T shirts and as a sanitary measure may not strip down to the waist.

Each person should have a change of heavy clothing for cold days and nights.

DINING HALL

WILL I BE REQUIRED TO SIT AT THE CAMPERS' TABLES AND HELP THEM EAT?

No. Every other week you will have early meals and be ready to bring the food to the table, usually having each camper's plate ready when he enters the dining hall. During the meal, you will help supervise the eating and serve campers as they raise their hands to indicate a request for "seconds." On the weeks you are not on early meals and serving, you will be on duty in the cabin to supervise campers' preparation and attendance at meals.

WILL I NEED SPECIAL TRAINING FOR MY DINING HALL DUTIES?

No, but the Senior Counselor in charge of the dining hall will instruct you in all phases of your responsibilities after your arrival at camp.

DINING HALL - continued

WHO WILL BE RESPONSIBLE FOR EATING HABITS AND MANNERS OF CAMPERS IN THE DINING HALL?

Every Counselor. In addition, the camp nurse will be on duty during the regular camper meal and will give attention to any special cases. Special emphasis must be given to posture and each counselor may assist by counseling with the nurse and director on this matter.

DISCIPLINE

WHAT ARE SOME OF THE DISCIPLINARY PROBLEMS:

The disciplinary problems at Camp Wapanacki are the usual problems found in almost any camp. The Counselor will need to give attention to the following things in the life of the camper:-

1. Getting up, washing hands and face before meals.

2. Conduct in the dining hall, with emphasis on proper table manners.

3. Taking part and doing one's share in cabin and camp cleanup.

4. Personal cleanliness, scrubbing one's teeth, and wearing proper clothing.

5. Co-operation in general activities and attitude toward campers and instructors.

6. Group living in the cabin and attitude toward campers, counselors, and the ideals of the camp.

7. Proper use of rest hour.

8. Refraining from swearing, vulgar words and stories.

9. Noise after taps.

HOW MAY I DISCIPLINE THE CAMPER?

Most problems of camp discipline are individual problems. Therefore, try to deal with the camper as an individual, separate from the group. There are several methods of discipline; one, by imposing your will on the camper and forcing obedience. This method is usually unsatisfactory.

HOW MAY I DISCIPLINE THE CAMPER? - continued

A second method is by counseling, by getting the camper to seek the desired behavior changes. A third method is to use group guidance by means of social pressure from the other members in the cabin. This requires close supervision by the counselor.

WHEN SHOULD I USE PHYSICAL PUNISHMENT.

Only as a last resort. Physical punishment must never be used with adolescent campers. In case physical punishment is deemed necessary, it may be administered only by the director of the camp, usually after consultation with the counselor.

HOW MAY I AVOID PROBLEMS OF DISCIPLINE?

1. Cultivate an interest in your campers as individuals.

2. Always be fair in your decisions and have no favorites.

3. Cultivate an understanding and show sympathy without pity.

4. Be a good sport, with a liberal sense of humor.

5. Be firm and have faith in your campers.

6. Try to enjoy camping and above all things try to enjoy the things your campers like to do, using your guiding influence to direct them in the right channels.

IF A CAMPER INSISTS IN DISOBEYING ME, WHAT SHALL I DO?

Deal with the camper as an individual, using methods specified above. If this fails, consult with the director of the camp.

WHAT ARE MY RESPONSIBILITIES FOR THE CONDUCT OF CAMPERS NOT IN MY CABIN?

You are responsible for correcting misconduct wherever you meet it, in camp, on field trips, overnight hikes, in town, or wherever you may be in the camping activities. In case you are assisting a colleague, it would be well to consult with the colleague on matters of discipline.

AM I RESPONSIBLE FOR THE CAMPERS IN MY CABIN AT ALL TIMES, OR ARE MY CAMPERS OUT OF MY JURISDICTION WHEN THEY LEAVE THE CABIN.

You are responsible for your cabin campers at all times you are on duty in the cabin. This will be clarified by the daily schedule which will be posted on the bulletin board. (For example, when you are on duty in the dining room, your co-counselor will be in charge of the cabin and vice-versa.)

Campers are never to be alone in the cabins. Not only is there danger of epilepsy accidents and other difficulties with blind campers but complete coverage eliminates the possibility of swearing, vulgar language and other degrading habits which might destroy the success of the camp.

DUTIES

WHAT WILL BE MY DUTIES AT CAMP?

This depends on the position for which you were hired. A general list of your duties was supplied with your contract. Specific assignments in line with the general plan of your position will be made when you arrive at camp.

WILL I HAVE ANY LEISURE TIME?

Yes. You will be free, in your turn, with your co-counselor, during rest hour and during canteen hour. This alternates each week. You are also free from 10 PM to 12 PM except when you have tent line patrol about once a week. All Counselors must be in bed by 12 midnight.

HOW OFTEN MAY I GET TO TOWN?

The entire camp hikes to town with Counselors as proctors every Tuesday afternoon and then has a cook-out and a campfire on a nearby farm in the evening. You may also go to town on Sunday morning as a proctor with a church-going group. Once a week you have an evening free for a trip to town or to nearby cities. When you are scheduled to leave camp with a group of campers, it is necessary to check out and check in through the office. When you leave for your evening of free time, it is necessary to sign out through the office.

GENERAL

HOW MAY I ADDRESS COUNSELORS AND CAMPERS?

Counselors must be addressed as Mister or Miss, and never with a nickname or by first name. Campers should be addressed by using the first names. Nicknames may be used for campers if the names are not deregatory in nature.

MAY I PURCHASE ANY MATERIALS IN CAMP?

Yes. Stamps, writing paper, envelopes, soft drinks and candy during the Canteen hour. Counselors should not stand in camper's line but should step up to counter for service.

WHAT OPPORTUNITY WILL I HAVE FOR RECREATION IN CAMP?

You may enter all the activities of campers to which you are assigned as proctors but your own recreation must not interfere with your alertness and duties of supervision. You will be on camp duty on all field trips, hikes to town, overnight camping trips, and proctoring the campers into church on Sunday. Being on duty you will not be permitted to smoke or to consider any other camp rule as inapplicable. During rest hour and canteen hour, when you are not on duty because your co-counselor is, and after ten PM you will be free to use the staff recreation room, the library, etc., for leisure time.

HOW MANY CAMPERS WILL I HAVE IN MY CHARGE?

If you are a Senior Counselor in charge of a department, you will have classes forty minutes long during the activity periods (five a day) consisting of about twenty campers each. In the cabins you will be responsible for not more than ten campers. During July you will have boys and in August the campers will be girls.

WHAT SMOKING PRIVILEGES MAY I HAVE?

If you have already formed the habit of smoking, and feel you must continue in camp, you will be permitted ten minutes in the smoking room after each meal, any time you wish during your free time on days you are not on duty during the canteen hour, during rest period in the afternoon on days you are not on duty, and after ten PM at night. Smoking is never permitted when you are on duty, either in camp or out of camp.

GENERAL - continued

WHAT PROVISION IS MADE IN CASE OF ILLNESS?

In case of injury or illness you must report at once to the nurse. Injuries must be reported immediately to the director.

You will be entitled to all the medical facilities of the camp but the camp is responsible for your salary only for the days on duty. Since the facilities of the camp are limited you could not be kept in the infirmary for anything more than a very limited amount of time. In case of serious illness, the camp will contact the persons you listed on your application, for such an emergency.

HOW WILL I BE PAID?

By check at the end of the month. Please note that the camp is required by law to subtract Income Tax. You should make sure that you understand what your tax for the entire year should be since in most cases counselors are entitled to a refund from the government after the following January.

WHAT ARE THE FACILITIES FOR COUNSELORS ATTENDING CHURCH ON SUNDAY?

You may attend the church of your choice, acting as a proctor for the campers attending the same church. Since the care of visually handicapped campers is a seven-day-week job, you will find your proctoring duties about the same on Sunday as on week-days.

PROGRAMS

WHAT WILL BE MY DUTIES IN CAMPFIRE AND EVENING PROGRAMS?

You will be responsible in turn with other counselors. When you are in charge, you should use campers as much as possible in your programs. When you are asked to help, you should monitor camper's dialogues and stunts to see that they are in keeping with the ideals and standards of Camp Wapanacki.

WHAT WILL BE MY RESPONSIBILITIES DURING GENERAL SWIM?

You will be assigned a life guard position and it will be your duty to remain alert at all times during the general swim to see that campers are safe and avoiding difficulties.

WHAT WILL BE MY RESPONSIBILITIES DURING ACTIVITY PERIODS?

If you are a Senior Counselor, you will be directing a major activity. If you are a Junior Counselor, you will be assisting in one of the major activities.

PROPERTY OF CAMP

TO WHAT EXTENT AM I RESPONSIBLE FOR CAMP PROPERTY?

If you are a Senior Counselor in charge of a department, you will be responsible for all the property of that department and will be required to submit an inventory of all materials at the end of the camping season. As a camp counselor you are responsible for seeing that all equipment is returned to its proper place after use by you or your group of campers. Such equipment includes overnight tents, cooking utensils, tools, and anything used in any special project. Campers who are careless with equipment will be charged for any damage and counselors must report needed repairs at once to the director. Counselors in each cabin will be provided with keys to the radio and phono-reproducer and will be responsible for its proper care and use. Only the most reliable campers should be permitted to operate the set and then only after proper instruction by the counselor. The P.A. system is for office use only, or in case of an emergency.

Appendix I

INFORMATION FOR COUNSELORS

Camp Wapanacki
Hardwick, Vermont

Counselors must supply their own blankets, sheets, pillow cases, towels, soap, etc. Three or four blankets will not be too many as the nights will be cold.

Counselors' clothing for camp should include a supply of "T" shirts, shorts, slacks, two bathing suits or trunks, flannel pajamas, heavy sweater or jacket, raincoat and hat, overshoes or rubbers, hiking shoes and sneakers. Remember that half of your clothing will be in the laundry each week, therefore bring a double supply of the necessary clothing. Counselors must pay for their own laundry work. A Sunday outfit will be needed for Church services in town and for certain special programs.

The above represents the absolute necessities, especially with respect to the need for heavy clothing on cold nights. Counselors are advised not to bring extras, or items of clothing which may not be useful, due to limited space in the cabins.

Bring game and sports equipment and other items which will be useful in your work, such as books, musical instruments, portable radios, favorite records, program paraphernalia, etc.

Each counselor should have a whistle and a flashlamp.

Firearms and hunting knives should not be brought to camp. Boy Scout penknives are very useful.

Such items as writing paper, stamps, candy and soft drinks may be purchased in the canteen which is opened daily. Each Tuesday, Counselors accompany campers into the village, where other needed items may be purchased.

Luggage and blankets should be expressed, prepaid, well in advance to Camp Wapanacki, Hardwick, Vermont.

Appendix II

GUEST ACCOMMODATIONS

(RATES - SUMMER SEASON - 1949)

Hardwick Inn, Hardwick, Vermont.

European Plan:

Rooms:	Single Room	$1.50 - 3.50 per day
	Double Room	2.50 - 6.00 per day
Meals:	Breakfast	$ .30 - .85
	Luncheon	.75 - 1.50
	Dinner	$1.00 - 2.00

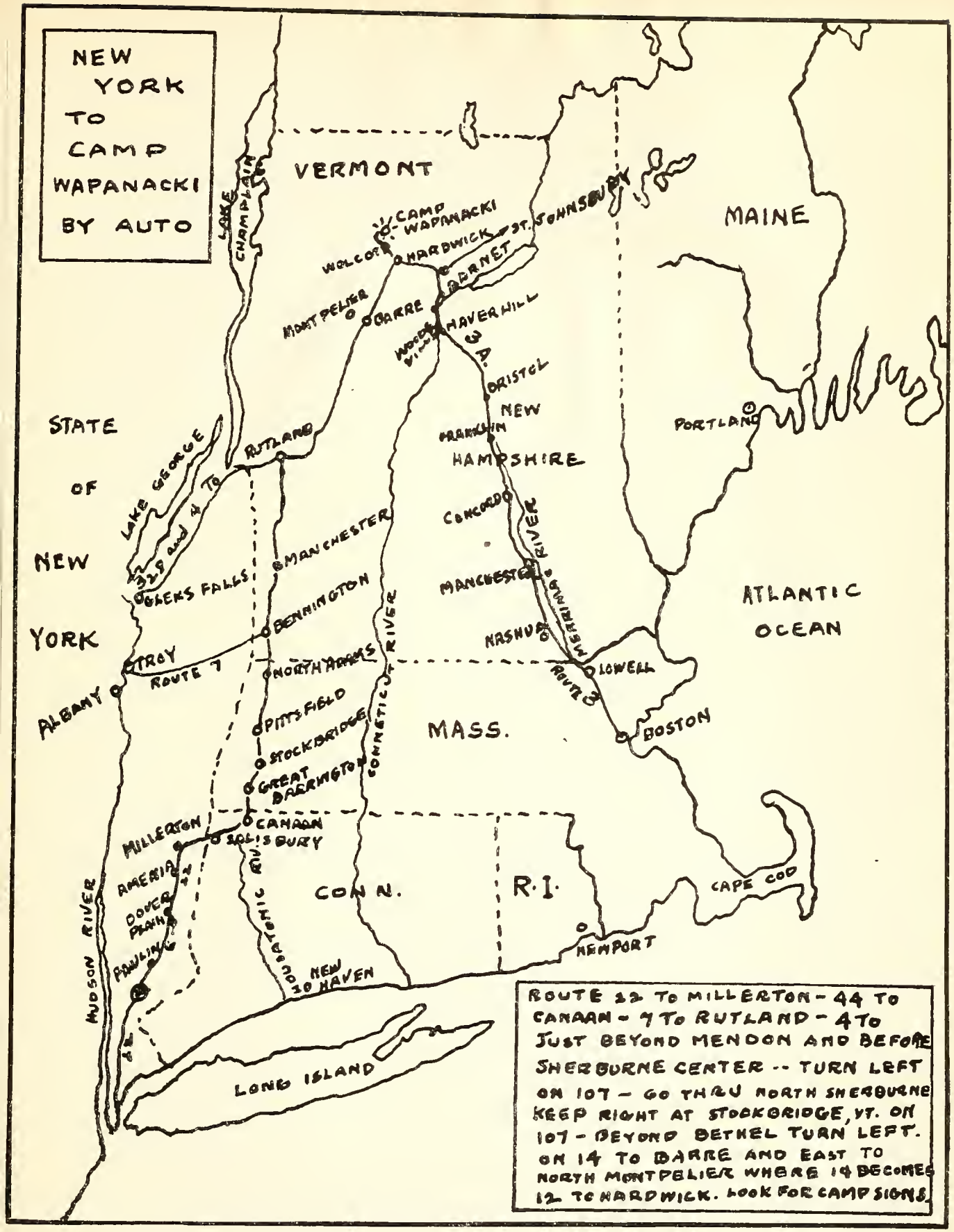
American Plan:

Single	$6.00	per day
	$40.00	per week
Double	$10.00	per day
	65.00	per week

Camp Wapanacki Lodge

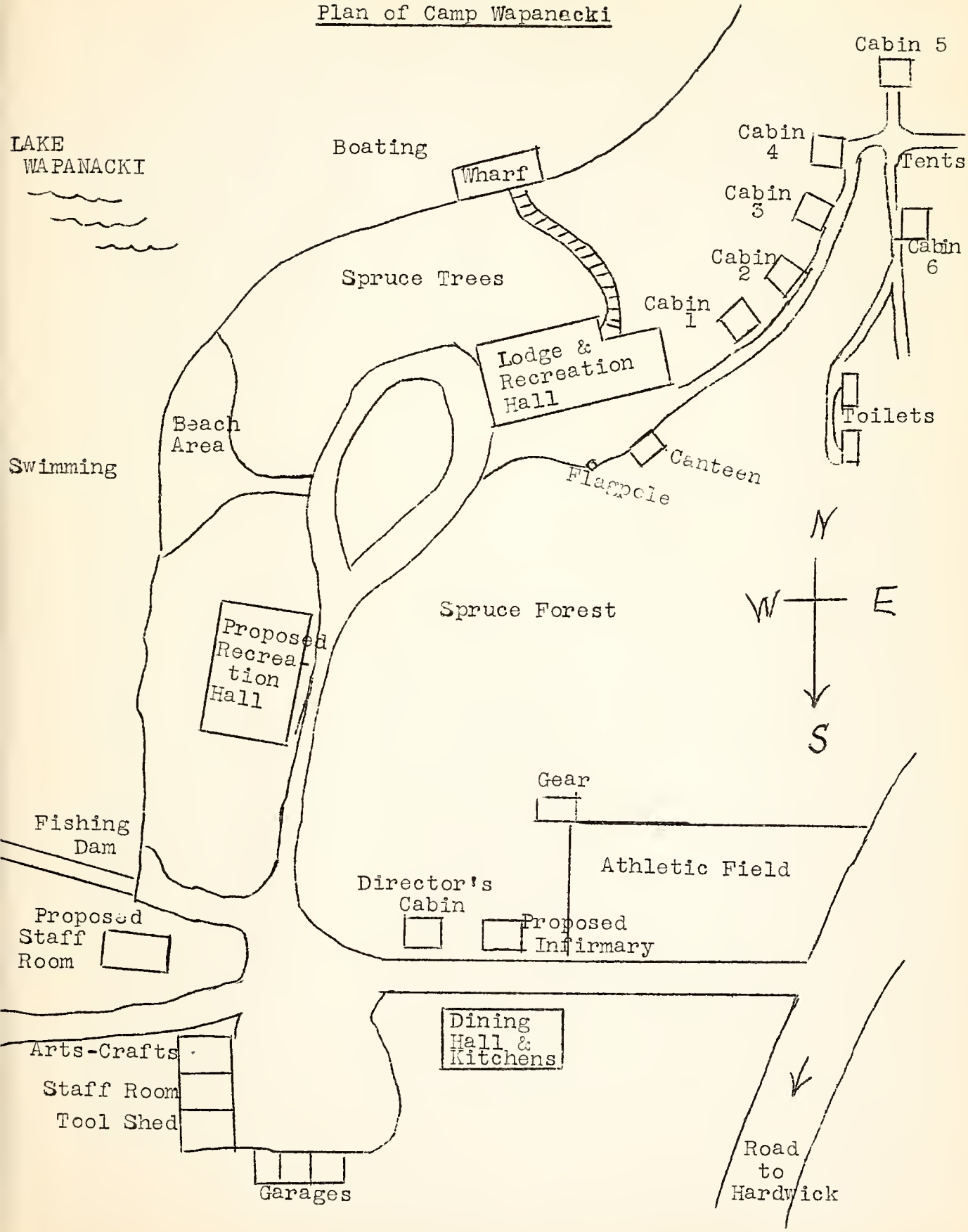
Limited accommodations may be available during the camping season for visiting parents and guests of employees, upon application to the Director. The following rates will be in effect for 1949:

Single bed		$1.50 per day (Not exceeding two days)
Meals:	Breakfast	$ .50
	Dinner	$1.00
	Supper	$ .75


NEW YORK TO CAMP WAPANACKI BY AUTO
VERMONT
MAINE
LAKE CHAMPLAIN
CAMP WAPANACKI
WOLCOTT
HARDWICK
ST. JOHNSBURY
BARNET
MONTPELIER
BARRE
WOODSVILLE
HAVERHILL
BRISTOL
NEW HAMPSHIRE
FRANKLIN
PORTLAND
STATE OF NEW YORK
RUTLAND
LAKE GEORGE
328 and 4 TO
GLENS FALLS
MANCHESTER
CONCORD
MANCHESTER
MERRIMAC RIVER
BENNINGTON
NASHUA
ATLANTIC OCEAN
TROY
ROUTE 7
NORTH ADAMS
LOWELL
ROUTE 3
ALBANY
PITTSFIELD
CONNECTICUT RIVER
MASS.
BOSTON
STOCKBRIDGE
GREAT BARRINGTON
CANAAN
MILLERTON
SALISBURY
AMENIA
DOVER PLAINS
POUGHKEEPSIE
CONN.
R.I.
CAPE COD
HUDSON RIVER
NEWPORT
NEW HAVEN
LONG ISLAND
ROUTE 22 TO MILLERTON - 44 TO CANAAN - 7 TO RUTLAND - 4 TO JUST BEYOND MENDON AND BEFORE SHERBURNE CENTER -- TURN LEFT ON 107 - GO THRU NORTH SHERBURNE KEEP RIGHT AT STOCKBRIDGE, VT. ON 107 - BEYOND BETHEL TURN LEFT. ON 14 TO BARRE AND EAST TO NORTH MONTPELIER WHERE 14 BECOMES 12 TO HARDWICK. LOOK FOR CAMP SIGNS.

APPENDIX IV

Plan of Camp Wapanacki



Appendix V.

BOOKS, CATALOGS AND MAGAZINES FOR THE COUNSELOR

The following list of printed material for the counselor is selected as typical of the information available. It is not necessary for any counselor to purchase expensive books and the list includes many valuable pamphlets costing around 75¢. In cases where the present price is not listed, counselors should inquire of the publisher before ordering the book as some of the texts in specialized fields are rather expensive.

A list of catalogs of camp supplies is given in case a counselor is interested in any special item and several magazines are mentioned for the professional counselor who wishes to keep informed on current trends in the camping field.

In looking over the list and selecting the material it is important for counselors to realize that the most valuable asset in dealing with visually handicapped campers is an alertness coupled with an ability to deal in an understanding and sympathetic manner with the problems of boys and girls. Information on personality integration should rank first, followed by specialities. Camp Wapanacki will always profit by having Counselors who can do things around camp with heart and hands. For example no Counselor should come to camp without some plans for evening campfires, rainy days, and preparation for directing campers in leisure time activities.

BOOKS FOR COUNSELORS

GENERAL

Camping and Woodcraft, by Horace Kephart, The MacMillan Co., New York City

Camping Manual for Troup Scouters, 1940, Boy Scouts of America, 2 Park Avenue, New York

Camporee Manual, 1946, Greater New York Councils, Boy Scouts of America, 120 West 42nd Street, New York 18, N.Y.

Counselor's Kit, Consisting of Talks to Counselors by Dimock and Statton @ 75¢; Fifty Cases of Camp Counselors by Ure @ 75¢; Solving Camp Behavior Problems by Doherty @ 75¢; So You Want to be a Camp Counselor by Ott @ 75¢, and Games for Quiet Hours and Small spaces @ 50¢ - Association Press, 347 Madison Avenue, New York 17, N.Y. $3.50.

Handbook for Boys, 1948 Boy Scouts of America, 2 Park Avenue, New York 16, New York. 65¢.

Marks of Good Camping, A synthesis of Current Standards by the Committee on Standards of the American Camping Association, the Association Press, 347 Madison Avenue, New York 17, N.Y. 75¢.

Play is Learning, Too, University of the State of New York Bulletin, Albany, N.Y.

Senior Girl Scouting, 1945 Girl Scouts, 155 East 44th Street, New York 17, New York.

So You Want to Help People, Association Press, 347 Madison Avenue, New York 17, N.Y. $3.00.

The Camp Counselor's Manual, 1938 New Jersey State Committee, YMCA, 45 Bleecker Street, Newark, New Jersey 75¢.

ARTS AND CRAFTS

Action Toys, by Louis C. Petersen, The Manual Arts Press, Peoria, Ill.

Amateur Craftsman's Encyclopedia of Things to Make, Popular Science Publishing Co., Inc., New York City.

Boys Fun Book, Things to Make and Do - Grosset and Dunlap, New York City.

Chip Carving, By Harris W. Moore, The Manual Arts Press, Peoria, Ill.

Creative Crafts in Wood, by Michael C. Dank, The Manual Arts Press, Peoria, Ill.

How to Make and Play a Shepherd Pipe, by Augustus D. Zanzig, National Recreation Association, 315 Fourth Avenue, New York City.

It's Fun to Make It Yourself, by Stacey Maney, Greystone Press, New York, N.Y.

Let's Make a Lot of Things, by Harry Zarchy, Alfred A. Knopf, New York City.

Let's Make More Things, by Harry Zarchy, Alfred A. Knopf, New York City.

Let's Make Something, by Harry Zarchy, Alfred A. Knopf, New York City.

Palmetto Braiding and Weaving, by Viva Cooke and Julia Sampley, The Manual Arts Press, Peoria, Ill.

The Art of Whittling, by Walter L. Faurot, The Manual Arts Press, Peoria, Illinois.

The Home Crafts Handbook, Edited by Ray E. Haines, D. Van Nostrand Company, Inc., New York City.

The Use of Vegetable Dyes for Beginners, by Violetta Thurstan, The Manual Arts Press, Peoria, Ill.

Use of Native Craft Materials, by Margaret Everhardt Shanklin, The Manual Arts Press, Peoria, Ill.

Wooden Toy Making, by Winifred Horton, The Manual Arts Press, Peoria, Illinois

ATHLETICS

Sports for the Blind, Buell, American Foundation for the Blind, New York. $1.70.

DRAMATICS

Six New Dramatic Stunts, National Recreation Association, 315 Fourth Avenue, New York 10, N.Y.

The Theatre Handbook and Digest of Plays, Sobel, Crown Publishers, New York.

GAMES, PARTIES AND RAINY DAY ACTIVITIES

101 Games to Play, by Arthur C. Horth, The Manual Arts Press, Peoria, Ill.

255 Party Games to Play, Pioneer Publications, Inc., New York City. (Graffe and Kearney)

Color Cuts, by Minnie McLeish, The Manual Arts Press, Peoria, Ill.

Fun With Puzzles, by Joseph Leeming, J. B. Lippincott Co., New York City, $2.00.

Games for Quiet Hours and Small Spaces, National Recreation Association, 315 Fourth Avenue, New York 10, N.Y.

Handbook of Games, by Neva L. Boyd, H. T. FitzSimons Company Inc., 23 E. Jackson Blvd., Chicago 4, Ill. $2.00.

Houdini's Paper Magic, by Houdini, E. P. Dutton & Co., Inc., New York City.

Parties Plus, Stunts and Entertainments National Recreation Association, 315 Fourth Avenue, New York 10, N.Y. 50¢.

Phunology, by E. O. Harbin, Abingdon-Cokesbury Press, New York City, $1.75.

The Big Fun Book, by Jerome S. Meyer, Greenberg Publisher, New York City.

The Cokesbury Game Book, by A.M. Depew, Abingdon-Cokesbury Press, New York

The Cokesbury Party Book, by Arthur M. Depew, Abingdon-Cokesbury Press, New York City. $1.75.

The Cokesbury Stunt Book, by A. M. DePew, Abingdon-Cokesbury, New York City, $1.75.

GAMES, Continued

The Fun Encyclopedia, by E. O. Harbin, Abingdon-Cokesbury Press, New York City, $3.50.

The Union Party Book, by Bernice Wells Carlson, Abingdon-Cokesbury Press, New York City, $1.50.

MUSIC AND DANCING

Honor Your Partner, Durlacher, Devin-Adair Company, New York. $7.50.

Paradology, Songs for Fun and Fellowship, by E. O. Harbin, Abingdon-Cokesbury Press, New York City.

The American Square Dance, Mayo, Recreation, 315 Fourth Avenue, New York 10, N.Y. $1.25.

The Round Dance Book, Shaw, Caxton Printers, Caldwell, Idaho. $5.00.

SPECIAL PROGRAMS

A Book about a Thousand Things, by George Stimpson, Harper and Brothers, New York City.

A Book about the Bible, by George Stimpson, Harper and Brothers, New York City.

Hymn Stories of the 20th Century, by William H. Hart, W.A. Wilde and Company. $1.75.

Who Am I? by John B. Walthour, The MacMillan Co., New York City.

STORY TELLING

Favorite Fairy Tales, Rojankovsky, Simon and Schuster, New York, $1.00.

More Favorite Stories, Old and New, Gruenberg, Doubleday and Company, New York, $3.75

SWIMMING

Acquatic Standards, for Y.M.C.A. Camps, by Cureton and Pohndorf, Association Press, 347 Madison Avenue, New York 17, N.Y. 75¢.

MAGAZINES

Camping, Official Publication of the American Camping Association, Publication Office, 181 Chestnut Avenue, Metuchen, N. J. $3.00 a year.

Recreation, National Recreation Association, 315 Fourth Avenue, New York 10, N.Y., $3.00 per year.

CATALOGS

Artcraft Manufacturing Co., 313-15 Allen Street, N.W., Grand Rapids, Mich. (Emblems, Pennants, Etc.)

Beaver Crafts, Inc., 11558 South Wentworth Ave., Chicago, Ill. Crafts for All.

Block Artists Materials Co., 72 Weybosset St., Providence 3, R. I.

Camp and Outdoor Equipment, Outdoor Supply Co., 565-567, Broadway, New York 12, N.Y. Outdoor Camping Equipment.

Champion Knitwear Co., Rochester 4, New York. (T-Shirts, Sweatshirts, Jackets, Camp Shorts, Emblems, Pennants, Banners, Caps.)

Cleveland Crafts Co., 772 Carnegie Avenue, Cleveland 15, O. Kits for Camp and School Projects.

Crafts Center, Salisbury, Vt. (Arts and Crafts Projects.)

Dwinnell Craft Shop, Dept. CM 29, Elm Grove, Wheeling, W.Va. Craft Supplies of all kinds.

Grey Own Indian Craft Co., 1569 Nostrand Avenue, Brooklyn 26, N.Y. (Supplies for all Indian Craft Work, Kits, Beads, Feathers, Books, Leather.)

Henry Model and Co., Inc., 700 Broadway, New York 3, N. Y. Camp Items, including War Surplus Materials.

Magnus Brush and Craft Materials, 108 Franklin Street, New York 13, N.Y. (Camp project materials.)

Metal Goods Corporation, 5239 Brown Avenue, Dept. CM, St. Louis 15, Mo. Copper, Aluminum, Brass and Stainless Steel items for crafts.

National Schoolcrafters, 19 Park Place, New York 7, N.Y. Camp Apparel.

National Sports Equipment Co., Fond du Lac, Wisconsin. Girls' Camp Suits.

Osborn Bros., Dept. B, 225 W. Jackson Blvd., Chicago 6, Ill. (Leathercraft projects including Mocassins.)

Plastics Mfg. and Supply Corp., 4707 Euclid Avenue, Cleveland 3, Ohio.

Plume Trading and Sales Co., Inc., 155 Lexington Avenue, New York 16, N.Y. (American Indian Crafts.)

Sanitary Supply and Specialty Co., 24 East 13th Street, New York 3, N.Y. (Heavy Camp Equipment for Camps and Resorts.)

The Playthings Directory, A complete index to the American Toy Industry, McCready Publishing Co., 71 West 23rd Street, New York 10, N.Y.

Velva-sheen Manufacturing Co., Cincinnati 14, Ohio. (T-Shirts Sweat Shirts, Jackets, Pennants, Emblems, and Arm Bands.

Date Due

DATE LOANED	BORROWER'S NAME
~~4/4/67~~	~~David Barnhart~~
FEB 9 '68	Basher A. Mosoodi
	~~1st Letter sent 4/4/68~~